

GLOSSARY OF TERMS

- **CAF** – Common Assessment Framework
- **CCIS – Connexions Client Caseload Information System.** A database containing details of young people in the 13-19 age range (up to age 25 for young people who have LDD). The CCIS system used in Brighton and Hove is called Aspire. Local Authorities are required to maintain the CCIS system and complete all associated management information returns
- **CEIAG** – Careers Education, Information, Advice and Guidance
- **CESP** – City Employment and Skills Plan
- **CVS** – Community and Voluntary Sector
- **IAG** – Information, advice and guidance. This can relate to a range of issues but within this paper it used to mean “Careers Guidance”
- **ICT** – Information and Communications Technology
- **IYSS** – Integrated Youth Support
- **LA** – Local Authority
- **LDD** – learning difficulty or disability
- **NEET** – not in education, employment or training
- **PA** – Personal Adviser
- **PSHEE** – Personal, Social, Health, Economic Education
- **RUOK?** – Young person’s substance misuse service
- **S139A – Section 139A of the Learning and Skills Act 2000** – A duty on local authorities to conduct an assessment in the last year of school of any SEN child they believe will leave school at 16, as to the plan for post school education or training
- **SEN** – Special Educational Needs
- **TAPAS** – Teen to Adult Personal Advisers (Mental Health support)
- **TUPE** –Transfer of Undertakings (Protection of Employment). Regulations which protect employees' terms and conditions of employment when a business is transferred from one owner to another.

- **YPLA – Young People’s Learning Agency** – a regional funding body. Applications for specialist LDD provision for young people who have complex needs are submitted to the YPLA